

**Trinity College Institutional Review Board (IRB)
Request for Project Review (Form B)**

For use by IRB Office Administrator only:		
Proposal No.:	Date Received:	Receipt Sent:
Action Notes:		
Notification Sent:		

Please review the IRB Policies & Procedures Manual carefully before preparing this form.

Instructions (If you need help call (860) 297-2376 or e-mail james.hughes@trincoll.edu)

1. Copy this file to your computer.
2. Fill out (use tab key to navigate) and save the document.
3. Send the completed Form B and all supporting materials as electronic files by e-mail attachment to james.hughes@trincoll.edu **and** irb@trincoll.edu.

Date: **September 9, 2015**

Jack Dougherty
Principal Investigator

- Trinity College faculty/staff/administrator
 Trinity College student
 Other (please specify)

E-mail: jack.dougherty@trincoll.edu

Phone: 860-297-2296

Faculty Sponsor (if applicable)

FYSM: Color and Money, Fall 2015
Course Name & Number (if applicable)

Title of Research:
Race and Social Class Perceptions of Trinity College Sophomores, 2015

October 15, 2015
Estimated beginning date

November 15, 2015
Estimated completion date

NO RESEARCH may be done before IRB Approval of your protocol.

A. RESEARCH PERSONNEL:

Please list ALL research personnel involved in the conduct of this study. All personnel must complete the IRB approved educational program on the protection of human subjects.

Name	Position (e.g., Faculty, Student)	Date of Completion of NIH Online Human Subjects Research Education Program
Jack Dougherty	Faculty	10/2013 completed CITI prog
Chambers, Joanne S. (19) Cheria, Taylor J. (19) Erickson, Courtney E. (19) Huang, Heric (19) Kennedy, Shannon L. (19) Libby, Shane (19) McKenna, Caroline R. (19) Millett, Will M. (19) Mogul, Hayley P. (19) O'Reilly Jr., Steve G. (19) Oyebefun, Samuel I. (19) Roux, Alvaro A. (19) Schelzi, Steven A. (19) Steverman, Jack E. (19)	Student interviewers	current FYSM students who will complete CITI prog by Oct 15th
Jasmine Gentry '17	FYSM Mentor	10/2013 completed CITI prog

B. NATURE AND PROSPECTIVE BENEFITS OF THE PROJECT

Briefly describe your research project. What research, if any, has been done in this area and how does it inform your project? Why is this research important? How is this study novel or different from earlier research in this area? How will this project contribute to the discipline and society? How do the benefits of the research justify any possible risks that might be incurred by the participants in the study? You may attach a research prospectus if available.

Enter Text: For a class project, we will interview a stratified random sample of Trinity College sophomores, categorized by race (white and non-white) and social class (financial need and non-need), from a database provided by J. Hughes in the Office of Institutional Research. Our goal is to expand upon studies conducted on similar populations (eg. Amherst College students, in Elizabeth Aries, Race and Class Matters at an Elite College, 2008) and to expose first-year students to qualitative research methods. Our study uses the same interview guide from our prior FYSM studies (conducted in 2008, 2011, and 2013), which also received IRB approval.

C. PARTICIPANT POPULATION

C1. Type of participants (check all applicable):

Adults

Minors (under 18 years old)

Trinity College students (check all classes that apply):

1st year Sophomore Junior Senior

Vulnerable populations (e.g., mentally or cognitively impaired, prisoners, parolees, pregnant women, or fetuses)

Other (specify):

C2. Explain any exclusion of particular groups (e.g., persons under age 18) or any oversampling (e.g., based on race/ethnicity).

Enter Text: Our random stratified sample from the Office of Institutional Research & Planning is designed to provide us with a sufficient number of students of color to interview.

C3. Institutional Affiliation:

Please note: Research involving off-campus institutions such as hospitals, schools, prisons, or other social service agencies requires approval from that institution's IRB or comparable research review board or agency official. **Documentation of approval from external agencies is required.**

No institutional affiliation outside of Trinity College is involved

Schools (specify*):

Hospitals (specify*):

Other (specify*):

*Please describe who you are working with (name, contact info) within the organization/agency. Describe any procedures or review process that you have been asked to follow. (Send copy of permission/approval along with this application.)

Enter Text:

C4. Estimated number of participants: 20

D. METHODOLOGY

D1. How will the participants be solicited or contacted (e.g., ads, telephone, letter, announcements made in courses)? Please include exact wording of recruitment letters, notices, or scripts.

Enter Text: I will email the following text to a sample of approximately 80 students:

Subject: are you willing to be interviewed by one of my FYSM students?

Dear _____

My first-year seminar is interviewing members of the Class of 2018 to learn more about their perceptions of race and social class at Trinity College. Your name was selected as part of a stratified random sample.

Are you willing to be interviewed by one of my students within the next week? The interview will take about 20 minutes, and you automatically will be entered into a lottery for a \$20 gift card at Peter B's cafe.

If yes, please email me your phone number and I will assign one of my students to contact you and set up an interviewing time that's convenient for both of you.

thanks for your help,

Professor Jack Dougherty

D2. Will any extrinsic incentives (e.g., money, course credit, etc.) be offered to the participants for their participation?

Yes No (If yes, please explain the nature and amount of incentive.)

Enter Text: Participants will be entered into a lottery for a \$20 gift card at Peter B's café.

D3. How long will it take a subject to complete all study procedures? Be specific (15 mins., 2 hours, etc.).

Enter Text: Based on past experience, completion of the interview takes about 20 minutes, though some participants choose to speak longer.

D4. Please describe or attach a copy of all written materials, including questionnaires, surveys, or tests that will be administered to participants. (If using standardized or copyrighted tests, you may simply name the instrument.)

Enter Text: See interview guide attached.

D5. Are you planning to conduct open-ended interviews or focus groups?

Yes No (If yes, please submit a schedule of interview or focus group questions.)

Enter Text: See interview guide attached.

D6. Do you plan to film-, video-, or voice-record participants?

Yes No (If yes, please provide details.)

Enter Text: Yes, each interviewer will be equipped with a digital recording device.

E. RISKS

E1. Will the participants incur any psychological, social, physical, or legal risk?

(This includes any psychological distress associated with experimental manipulation.)

Yes No (If yes, please explain the nature of the risk.)

Enter Text: Participants will be asked about their personal perceptions of race and social class on campus. For some people these are emotionally-charged topics, but our confidentiality procedures maintain anonymity.

E2. Will the participants be deceived or misled in any way?

Yes No (If yes, please explain the nature of the deception.)

Enter Text:

E3. Will there be any probing (either verbal or in written form) for information that participants might consider to be personal or sensitive?

Yes No (If yes, please explain the nature of the information.)

Enter Text: The interview guide clearly states our questions and follow-ups, which we designed to encourage participants to share rich examples from their everyday lives. Our confidentiality procedures maintain anonymity.

E4. Will participants be presented with materials, or be exposed to social interactions, that they might consider to be offensive, threatening, or degrading?

Yes No (If yes, please explain the nature of the materials or social interaction.)

Enter Text:

E5. If you answered “YES” to any of the questions in this section, please explain how you will minimize any risks.

Enter Text: In my first-year seminar, I will train students how to conduct interviews and reassure participants of the confidentiality of our process. Of course, each interview is voluntary, and the participant may stop the interview at any time.

F. INFORMED CONSENT/ASSENT

F1. Will a written consent form be used?

Yes No* (If no, provide justification.)

Enter Text: An oral consent statement is included at the top of the interview guide.

Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include: 1) a statement explaining the purpose, procedures, and duration of the project; 2) a description of benefits to the participant and others; 3) a statement describing the manner in which confidentiality will be maintained; 4) a statement of any risks involved; 5) contact information should questions arise in the future; and 6) a statement that participation is completely voluntary. (Include a copy with your application.)

**If a consent form is not to be used, the researcher must provide a justification, for instance in the case of web-based surveys where consent can be implied by participants accessing a website. In addition, researchers must provide participants with contact information for a person affiliated with the project and with the name of a member of the IRB committee (usually the committee chair) should questions arise.*

F2. If participants are minors (under 18 years old), will parents' or guardians' consent be obtained?

Yes No N/A (If NO, please explain. If YES, include a copy with the application.

The copy you send to the IRB should be the exact version you will use with parents/guardians.)

Enter Text:

F3. If participants are minors, will minors' assent be obtained?

Yes No N/A (If NO, please explain. If YES, include a copy with the application.

The copy you send to the IRB should be the exact version you will use with minor participants.)

Enter Text:

G. CONFIDENTIALITY

G1. Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals?

Yes No (If yes, please explain the nature of the information being collected and the manner, if any, in which the information may be publicly disclosed.)

Enter Text:

G2. What steps will be taken to insure confidentiality of personal data? (Be specific. How will confidentiality be preserved as data are collected, stored, analyzed and published? When and how will data identifying individual participants be destroyed?)

Enter Text: Our procedures are designed to maintain confidentiality. Each student interviewer knows only the name of the individual participant who s/he was assigned to interview. Transcripts will be typed up without the name of the interview participant or any personally-identifiable information. As the faculty supervisor of the research project, I am the only person who has a full matching list of the participants and interviewers. A year after the conclusion of the project, I will destroy the list, but keep the anonymous transcripts for future classes to read.

G3. Who will have access to these data? List individuals by name and role on project (e.g., PI, student investigator, staff, public).

Enter Text: I am the only person who will have access to the full list of participants, but students in my seminar will have access to the anonymized transcripts.

ASSURANCE PAGE

I certify that the procedures described above are accurate and will be followed in the course of the research project. I will notify the IRB immediately of any changes to procedures and if unanticipated problems arise during the research process.

Jack Dougherty	Race and Social Class Perceptions of Trinity College
Researcher's Full Name	Sophomores
	Project Title
860-297-2296	jack.dougherty@trincoll.edu
Phone Number	Email Address

Faculty Advisor/Supervisor

09/09/2015

Date

Completing Form B:

- 1. Once you have filled out the form completely, save the Word document using a unique filename. (It is suggested that you use your surname and the date in the filename.)
 - 2. Send the completed Form B and all supporting materials as an e-mail attachment to the chair of the IRB james.hughes@trincoll.edu and to irb@trincoll.edu.
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For IRB Use Only:

- The proposal is exempt from further review.
- The proposal is eligible for expedited review.
- The proposal should be given a full IRB review.

Per:

Full Name of Reviewing IRB Member

Date

FYSM Color & Money Interview Guide, last updated September 9, 2015

Contact your assigned sophomore, who has already agreed to be interviewed, to set up a mutually convenient time and location in a relatively quiet space: _____

At the interview, introduce yourself and explain:

Our seminar is interviewing members of the Class of 2018 to learn more about your perceptions of race and social class at Trinity. Your name was selected at random and the entire process is voluntary, taking about 20 minutes, and you can stop at any time. I would like your permission to record your interview, and I will NOT use your name or any identifying details when typing up the transcript for our seminar. May I start recording this interview?

I'd like to start with some questions about social class:

- 1) How would you describe your family's social class?
- 2) Have you become more aware of your social class since coming to Trinity. If so, how?
(possible follow-ups) - Can you give me an example?
- Tell me more about that. . .
- Were you already aware before coming here?
- 3) What assumptions, if any, have people at Trinity made -- correctly or incorrectly -- about your social class? *(follow-ups: Can you give example? Tell me more about that. . .)*
- 4) Has social class been a factor in your daily interactions at Trinity, and if so, how?
Follow-up: Have there been any situations at Trinity where you felt your social class caused you to be included or excluded?

Now I'd like to ask some questions about race:

- 5) How would you describe your race?
- 6) Since coming to Trinity College, have you become more aware of your race?
(follow-ups: Can you give example? Tell me more about that. . .)
- 7) What assumptions, if any, have people at Trinity made -- correctly or incorrectly -- about your race? *(follow-ups: Can you give example? Tell me more about that. . .)*
- 8) Has race been a factor in your daily interactions at Trinity, and if so, how?
Follow-up: Have there been any situations at Trinity where you felt your race caused you to be included or excluded?

Finally, I have three quick demographic questions:

- 9) When applying to Trinity, did you also apply for financial aid? *(Did you receive it?)*
- 10) When applying to Trinity, did you identify your race on the form or not? *(If yes, how did you identify yourself?)*
- 11) How do you identify your gender?

Thank you for your time. You automatically will be entered into a lottery for a \$20 gift card at Peter B's, and my professor will contact you if you are the winner.



Trinity College
HARTFORD CONNECTICUT

Date: September 14, 2015

To: Jack Dougherty

From: Sarah Raskin, Chair
Trinity College Institutional Review Board
Federalwide Assurance: FWA00013955

Re: Approval of Research Proposal 2016-006

I have reviewed your request for IRB re-approval of your research project "Race and Social Class Perceptions of Trinity College Sophomores, 2015." Your proposed project meets the ethical standards for research involving human participants with respect to obtaining informed consent, assuring confidentiality of participants' responses, and posing little or no risk to participants. Your project is hereby approved under expedited review and you may proceed with your research when you wish. If the need arises for any further communication about this proposal, please use the identifier number above.

Please note, however, that none of the students listed on the proposal may begin participation until they have completed CITI training. Please forward to me verification of their training and at that time I will add them to the study protocol.

Please note this approval extends for a period of one year from the date above. Should you continue your research beyond that period a new IRB application is required.

If you change your research methodology in any way, please contact me so that I can verify that your research still meets the appropriate ethical standards.

cc. Melanie Stein & Sonia Cardenas, IRB Administrators

Sincerely,

Sarah A. Raskin
Chair, Institutional Review Board
Trinity College